

**Policy:** AD-06-31

**Policy Title:** Dress Code Policy

**Policy Purpose:** Establish a policy to define appropriate business casual attire

**Implementation Date:** 08/16/2006

**Revision Date:** 8/23/2006

## **TOWN OF WESTFIELD PUBLIC WORKS DEPARTMENT**

### **DRESS CODE POLICY**

The following information is intended to serve as a guide to help define appropriate business casual wear for Westfield Public Works Department (WPWD) office employees (employees that are not required to wear uniforms daily).

The WPWD's primary objective is to have employees project a professional image while taking advantage of more casual and relaxed clothing. Casual dress offers an alternative to the business attire of dresses, suits, ties, and dress shoes.

Not all casual clothing is appropriate for the office. Clothing that may be perfect for working in the yard, going on a picnic or playing sports are not appropriate for the office, nor is clothing that is too revealing. Regardless of the item, it is essential to avoid wearing anything to the office that is excessively worn, frayed or wrinkled.

There are times when traditional business attire is to be worn on casual days. Take your day's schedule into account when you are dressing. If you have a meeting scheduled with visitors, or if you are advised that others at WPWD will have visitors with whom you will come in contact, you will want to dress in business attire. Business attire is always acceptable if that is your preference.

Listed below is a general overview of acceptable business casual wear as well as a listing of some of the more common items that are not appropriate for the office. Neither group is intended to be all-inclusive. Rather, these items should help set the general parameters for proper casual business wear and allow you to make intelligent judgments about items that are not specifically addressed. A good rule of thumb is that if you are not sure if something is acceptable, choose something else or inquire first.

Slacks—Cotton slacks are acceptable provided they are clean and wrinkle-free. Inappropriate items include jeans of any color, sweatpants, windsuits, short shorts, bermuda shorts, bib overalls, leggings, spandex or other form-fitting pants.

Shirts—Casual shirt, golf shirt, sweaters and turtlenecks are acceptable. Inappropriate items include tank tops, sweatshirts, shirts with large lettering, logos or slogans, and halter-tops.

Dresses and Skirts—Casual dresses and skirts at no greater than one inch above the knee are acceptable. Mini-skirts and spaghetti-strap dresses should not be worn to the office.

Footwear—Loafers, boots, flats, dress sandals, open-toed shoes, clogs and leather deck shoes are acceptable. Stockings are optional. Athletic shoes, sneakers, thongs, flip-flops and slippers are not acceptable.

Jewelry—Should be conservative with no visible body piercing other than pierced ears.

If an item of clothing is deemed to be inappropriate for the office by the employee's supervisor or the Director of Public Works, the employee may be sent home to change clothes and will be given a verbal warning for the first offense, and progressive disciplinary action will be taken for further dress code violations.

A handwritten signature in black ink, appearing to read 'B. Hauk', with a large, loopy flourish extending from the end.

Bruce A. Hauk, Director  
Westfield Public Works Department